

NAVSEA
STANDARD ITEM

FY-04

ITEM NO: 009-20
DATE: 30 AUG 2002
CATEGORY: I

1. SCOPE:

1.1 Title: Government Property; control

2. REFERENCES:

2.1 Federal Acquisition Regulation (FAR) Part 45, Government Property

2.2 Defense FAR Supplement (DFARS) Part 245, Government Property

3. REQUIREMENTS:

3.1 Provide and maintain a property control system for government property in accordance with 2.1 and 2.2. The property control system shall include the following functional elements, modified by the additional requirements in the following paragraphs:

- 3.1.1 Property Management
- 3.1.2 Acquisition
- 3.1.3 Receiving
- 3.1.4 Identification
- 3.1.5 Records
- 3.1.6 Movement
- 3.1.7 Storage
- 3.1.8 Physical Inventories
- 3.1.9 Reports
- 3.1.10 Consumption
- 3.1.11 Utilization
- 3.1.12 Maintenance

3.1.13 Subcontractor Control

3.1.14 Disposition

3.1.15 Contract Property Close-out

3.2 Provide for receipt of Government Furnished Property (GFP) as follows:

3.2.1 Submit the names and signatures of persons authorized to receive and account for GFP to the SUPERVISOR.

3.2.2 Inspect GFP immediately upon receipt for possible shipping damage.

3.2.2.1 Note any damage on carrier's copy of the Government Bill of Lading and notify the SUPERVISOR.

3.2.2.2 Forward one signed copy of the Shipping Document (DD Form 1348-1) and one copy of the Government Bill of Lading to the SUPERVISOR.

3.2.3 Inspect GFP within five working days of receipt to verify conformance with description and requirements.

3.2.4 Submit **one** legible copy, **in hard copy or electronic media**, of a report within two working days after inspection to the SUPERVISOR listing product quality deficiencies, including the following:

3.2.4.1 Date discovered

3.2.4.2 National Stock Number (if applicable)

3.2.4.3 Nomenclature

3.2.4.4 Manufacturer

3.2.4.5 Manufacturer's Part Number/Identification Number

3.2.4.6 Contract Number

3.2.4.7 Item condition (new or overhauled/repaired)

3.2.4.8 A specific description of the defect(s), listing drawing or technical manual dimensions, required and actual

3.2.4.9 If material is defective due to mishandling, rust, or moisture

3.3 Maintain records for GFP, containing the following information:

3.3.1 Ship's name and hull number

3.3.2 Job Order and Work Item numbers

3.3.3 Date received

3.3.4 Shipping document or Bill of Lading number

3.3.5 Date issued

3.3.6 Unit price and quantity

3.4 Dispose of government property as follows:

3.4.1 Return material purchased from the Government under the Cash Sale (Bailment) procedure and not incorporated into the end product being procured under the contract, or consumed directly in the performance of such contract, to the Government at the contractor's expense in the same condition as received. Submit one legible copy, *in hard copy or electronic media*, of turn-in document (DD 1348-1) showing material returned for credit, to the SUPERVISOR.

3.4.2 Process material permanently removed from the ship for replacement, substitution, or elimination, whether serviceable or not, including equipment units, parts, and items determined by the SUPERVISOR to be of value to the Government as follows. A written certification shall accompany the inventory schedule submitted to the SUPERVISOR for equipment that has been purged of fluorocarbon or halon materials.

3.4.2.1 Inventory, identify, and tag or otherwise mark such property. Identification shall include ship's name and hull number, Job Order and Work Item numbers, part number/stock number, and item description.

3.4.2.2 Assemble equipment prior to delivery to the Government except as specifically directed in the Work Item.

3.4.2.3 Remove valves or drill holes in empty gas cylinders prior to delivery to the Government.

3.4.2.4 Remove the chemicals from fire fighting bottles, remove valves/stems, triple rinse the bottle, and stencil the bottle "Triple Rinsed".

3.4.2.5 Clean each item to be disposed of free of grease and/or substances considered to be hazardous in nature prior to delivery to the Government.

3.4.2.6 Submit one legible copy, *in hard copy or electronic media*, of the inventory to the SUPERVISOR. The inventory shall be signed by the contractor's representative and submitted when directed by the SUPERVISOR, or in any case, immediately following the completion of each Job Order.

3.5 Submit Final Termination of Inventory Report within 14 days after completion of availability.

4. NOTES:

4.1 None.